

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, November 18, 2003 at 8:30 a.m.

LOCATION: Board Room, Courthouse Absent: Commissioner Engebretson

Agenda

1. It was moved and seconded to approve the Agenda with additions (Seaberg, Bristlin), carried.
2. It was moved and seconded to approve the Minutes of October 28, 2003 as presented (Salminen, Bristlin), carried.

Finance

1. It was moved and seconded to concur with the Finance Committee to approve the Claims with qualifications (Bristlin, Seaberg), carried.
2. It was clarified that MN Statute 393.07 Subd.2, 3, allows for the payment of claims related to Human Services be paid by the Human Services Director provided the claims are presented to the County Board for approval at the next regularly scheduled board Meeting.
3. It was moved and seconded to pass Resolution No. 11-03-1B approving the request from Parks and Recreation to hire (3) part-time seasonal employees for grooming snowmobile trails (Bristlin, Salminen), carried.
4. Capital Purchase/Sheriff's Department.
 - a. It was moved and seconded to concur with the Finance Committee to approve the purchase of (1) Pickup for Boat & Water, Scales and Snowmobile use from Nereson's Chevrolet, low bidder in the amount of \$21,417.24 (Bristlin, Seaberg), carried.
 2. It was moved and seconded to concur with the Finance Committee to approve the purchase of (1) SUV 4x4 for the Sheriff's Department's use from McDougall Ford, low bidder in the amount of \$22,397., pending approval from the County Attorney (Bristlin, Seaberg), carried.
 3. It was moved and seconded to concur with the Finance Committee to approve the purchase of snow tires for (12) units at the Sheriff's Department at the requested amount of \$2,509.56 (Bristlin, Salminen), carried.
5. Capital Purchase/Human Resources
 - a. It was moved and seconded to concur with the Finance Committee to approve the purchase of a new laptop computer at the cost of \$1,888.55, and the amount is budgeted (Salminen, Bristlin), carried.

6. All Builders Final Payment: This was discussed at the Finance Committee that the remodeling of the Court Administration has been completed and inspected. The remaining amount of \$3,657.53 will be added to accounts payable for the next Board Meeting providing the proper documentation (i.e. warranty cards, Certificates, IC 134, etc.) are provided.
7. Soil & Water. It was moved and seconded to approve the Soil & Water request for \$12,700 to cost share with the residents of the City of Ogema to seal abandoned wells located throughout the city, to be paid from 2003 Funds. (Bristlin, Salminen), carried.

Auditor

1. It was moved and seconded to approve a Gambling Permit for the Lakes Crisis Center for operations at the Detroit Country Club in Lake View Township (Bristlin, Salminen), carried.

Highway

1. It was moved and seconded to pass Resolution No. DOH 11-03-1A, Project Acceptance for Project No. SAP 03-598-07 & 03-650-02, accepting said completed project consisting of bridge replacement and approach grading contracted with Riley Bros. Construction and authorizing final payment in the amount of \$8,525.90 (Bristlin, Salminen), carried.
2. It was moved and seconded to pass Resolution No. DOH 11-03-1C, approving the Engineering Service Agreement with Larson-Peterson of Detroit Lakes, MN for the reconstruction of CSAH 22 and CSAH 24 and authorizes the county engineer to enter into the agreement on behalf of Becker County (Salminen, Seaberg), carried.
3. It was moved and seconded to set the Open House of the 5-Year Highway Plan for Wednesday, December 17, 2003 from 5:00 – 7:00 p.m. in the Board Room, Courthouse (Salminen, Bristlin), carried.
4. The Construction Update was presented by the County Engineer.

Human Services

1. It was moved and seconded to approve the Agenda with an addition (Salminen, Bristlin), carried.
2. It was moved and seconded to approve the Transit Claims (Salminen, Bristlin), carried.
3. Information was provided on the Child Welfare Demonstration Project.

4. It was moved and seconded to approve the following Purchase of Services Contracts (Salminen, Bristlin), carried.

Barbara VanOfferen Adult Foster Home
Phillip and Gina Kinny Adult Foster Home

5. It was moved and seconded to authorize the Human Services Director, Matt Casey, to sign the Human Services Claims and then present to the County Board (Salminen, Bristlin), carried.
6. It was moved and seconded to approve the Human Services Claims (Salminen, Bristlin), carried.
7. It was moved and seconded to accept the Family Services, Adult Services & Probation Placement Reports (Bristlin, Seaberg), carried.

Commissioners

1. Reports & Correspondence:
 - a. Multi-County Nursing Meeting, Commissioner Seaberg
2. Appointments:
 1. It was moved and seconded to re-appoint Erling Kolke to the Lake Region Library Board (Salminen, Seaberg), carried.
 2. It was moved and seconded to re-appoint Warren Seykora to the Wild Rice Watershed Board for a three-year term (Salminen, Bristlin), carried.
3. It was moved and seconded to approve to change the Tuesday, November 25, Board Meeting time to 4:30 p.m. in the Board Room, Becker County Courthouse (Bristlin, Salminen), carried.
4. It was moved and seconded to have a committee consisting of Roger Winter, Harry Salminen and Brian Berg meet with Becker County's (5) Elected Officials to discuss salaries and to bring the results of these meetings back to the Board (Salminen, Bristlin), carried.
5. It was moved and seconded to accept the 2003 Federal Homeland Security Equipment Grant and to authorize the signatures of the Board Chair and the County Administrator (Seaberg, Bristlin), carried.
6. Section 125 was removed from the agenda.
7. An update on the Extension Department was given, and it was moved and seconded to approve the Memorandum of Agreement between the U of M and Becker County for providing Extension programs locally and Employing County Extension Staff

(20% Extension Educator). The Memo of Agreement is effective January 1, 2004 through December 31, 2006 (Bristlin, Salminen), carried.

8. It was moved and seconded to approve the Memorandum of Agreement Between the University of Minnesota and Becker County to provide a 4-H Coordinator upon approval of the County Attorney (Bristlin, Salminen), carried.
9. It was moved and seconded to approve any Commissioner's attendance at the following meetings:
 - a. The Detroit Lakes Chamber of Commerce for an Agricultural Issues Forum on Thursday, December 4, 2003 at the Callaway Community Center (Salminen, Seaberg), carried.
 - b. The 4-H Awards Banquet on Saturday, November 22, 2003 (Salminen, Bristlin), carried.
 - c. The Thanksgiving Feast in the Employee Lunchroom, Becker County Courthouse on Friday, November 21, 2003 from 11:30 a.m. to 2:00 p.m. (Seaberg, Salminen), carried.
10. It was moved and seconded to send a letter of congratulations to Nancy Bauer upon receiving the Barbara O'Grady Award presented by the Local Public Health Association of Minnesota's Annual Award Ceremony on Wednesday, November 19, 2003 (Salminen, Bristlin), carried.
11. It was moved and seconded to adopt the Guidelines as policy for the destruction of county owned out-dated property (Salminen, Bristlin), carried.

GUIDELINES FOR THE DESTRUCTION OF COUNTY OWNED PROPERTY

A. Purpose.

The purpose of this guideline is to establish a procedure for the destruction of County Property which holds little or no value. County government is accumulating too much property that has out-lived its use and is now costing additional money for storage, movement, and possible injury risks because of improper storage locations. In order to immediately clean up some of the excess of this out-dated property, departments will be asked to follow the following procedures in the destruction of said property.

1. Compile a list of excess property, keeping a record of destruction.
2. A professional shall determine the worth of such property; example, (IT Director evaluating old computers and monitors.)
3. An itemized receipt from the Landfill Operator identifying all disposed items will be obtained and retained in a file.

4. The file of property destruction will be maintained in Central Services and eliminated from the property asset list in the Auditor's Office.

These guidelines will be brought to the County Board for adoption of a Property Destruction Policy in the future.

12. It was moved and seconded to approve to move forward with the investigating of county space needs. 1) Commissioner Winter, Chair, and Commissioner Bristlin will continue to work with Brian C. Berg, County Administrator, and selected staff members; 2) Brian will be encouraged to work with staff personnel to formulate ideas before bringing to Commissioners Winter and Bristlin (Salminen, Bristlin), carried.

13. It was moved and seconded to approve to hold the Commissioner's Christmas Tea on Tuesday, December 16, 2003 from 3:00 to 4:30 p.m. (Seaberg, Bristlin), carried.

Parks & Recreation

1. It was moved and seconded to approve the Agreement between Becker County and the Detroit Lakes school district for use of the VFW Shelter at Dunton Locks by the Ski Team during the period of November 18, 2003 through April 1, 2004 (Salminen, Bristlin), carried.

Becker County Historical Society

Erin McMillan, Director, and Jack Norby, President, of the Board of the Becker Historical Society presented the Board with their 2004 Business Plan-Executive Overview. They gave a short overview of the Society's activities over the past year and some of the plans and goals for 2004.

There being no further business, the meeting will be adjourned after lunch (Seaberg, Bristlin), carried.

/s/ Brian C. Berg

Brian C. Berg
County Administrator

/s/ Roger Winter

Roger Winter
Board Chair